



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 28 November 2025

NOTE: Interested applicants must submit their applications via the online link <https://erecruitment.dws.gov.za/>. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B on the online Z83 must be completed as these fields are regarded as compulsory. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualifications (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 281125/01
BRANCH: CORPORATE SUPPORT SERVICES CD: HUMAN RESOURCE MANAGEMENT
SALARY: R1 494 900 per annum (Level 14) (All-inclusive salary package)
CENTRE: Pretoria Head Office

REQUIREMENTS: An Undergraduate qualification in Human Resource Management or related field at (NQF level 7) as recognized by SAQA. Five years of experience at senior managerial level in a Human Resource environment; Extensive work experience in a complete range of Human Resources functions and regulatory framework. Understanding of strategic capability and leadership. Knowledge of programme and project management. Understanding finance, change and knowledge management. Planning and organizing skills. Service delivery and innovation. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Excellent communication skills both (verbal and written). Accountability and ethical conduct.

DUTIES: Lead the management of the provision of human resource administration services. Oversee the accurate and timely management of HR records payroll administration, benefits management and compliance with labour regulations. Oversee the planning and recruitment of human resources. Lead the development and execution of workforce planning strategies to ensure the organization attracts, develops, and retains top talent. Lead the provision of employee health and wellness programmes. Monitor the effectiveness of wellness programmes and make recommendations for continuous improvement. Oversee the rendering of employee relations services. Lead the resolution of employee conflicts, grievances, and disciplinary issues in accordance with organizational policies and legal requirements. Lead the management of human resource development and professional capacity. Oversee the identification of skill gaps and the creation of targeted development plans to build the workforce's professional capacity. Oversee the management of the Learning Academy functions in the Department. Promote and implement the framework on professionalization in the public sector. Management of human and financial resources in the chief directorate.

ENQUIRIES: Ms N Fundakubi, Tel No: (012) 336 8197

APPLICATIONS: All applications to be submitted online on the following link: <https://erecruitment.dws.gov.za/>